

# Global Integrated Registries

## Online Help

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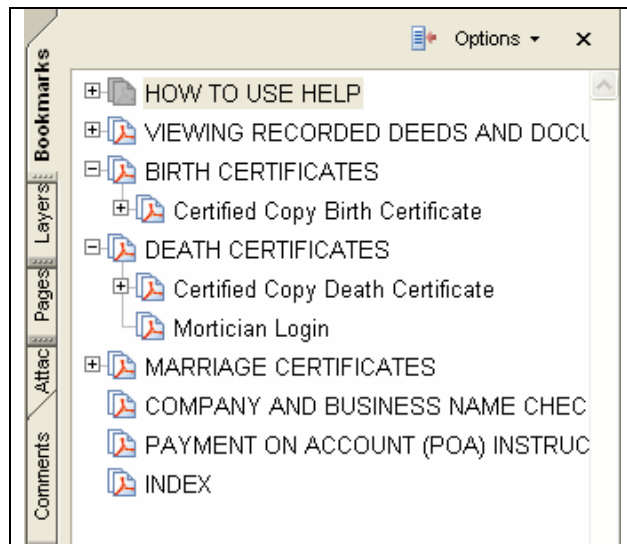
Bookmarks are displayed in outline format. Click on Bookmark main headings to display related topics within that heading. To minimize sub-headings, click on main heading again.

### Hide bookmarks window


To hide bookmarks click the Bookmarks tab on the left.

### Unhide bookmarks window

To restore bookmarks click the Bookmarks tab again.



### Minimize On-Line Help

The help document is opened in a new window. If you think you may need to reference the online help from time to time, minimize the document (click the minimize button  in the upper right corner) to avoid having to reload it each time.


### Links

Throughout Help you may see links that will take you automatically to other related sections of Help. These links will appear in blue. Simply click on the link to reposition the document to the top of the related page.

To return to your original page click the **browser** Return to Previous View button  .

### Drop-Down Menus

The drop-down menu feature is used frequently throughout the system. Drop-down menus allow you to automatically view a list of available selections and make your choice from that list.

Drop-down menus can be identified by the down arrow icon  . Just click on the down arrow to view the drop-down menu selections.

## VIEWING RECORDED DEEDS AND DOCUMENTS

**PLEASE NOTE: THE DEEDS & DOCUMENTS SEARCH FEATURE  
REQUIRES THAT YOU USE A JAVA-ENABLED BROWSER.**

### How to Purchase Search Time

The Search Feature is a fee based service. To access the system you must first prepay at the rate of \$10/hr. Once paid, you will receive an Access Code that is needed to use this service.

In addition, if you are a registered user with a Payment on Account (POA) balance, you may use your POA balance to purchase search time.

### Nearest Registry Office

Payment may be made at the nearest participating RGD office or Family Island Administration Center. To locate a center near you click on the link provided:

- Payment may be made at the [nearest participating RGD office or Family Island Administration](#).

### Payment on Account


Click [here](#) for detailed instructions on POA purchases.

### Begin Your Search

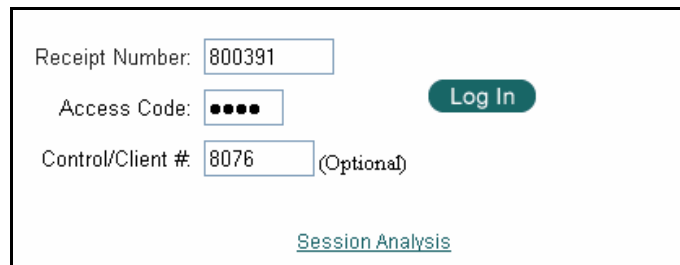
To begin your Deeds and Documents index search click the link provided:

- [Search index of Deeds and Documents](#)

## Logging In

To Log In enter your Receipt Number and Access Code. You may optionally enter a Control or Client number if you wish to track usage. Click 


Example:



Receipt Number:

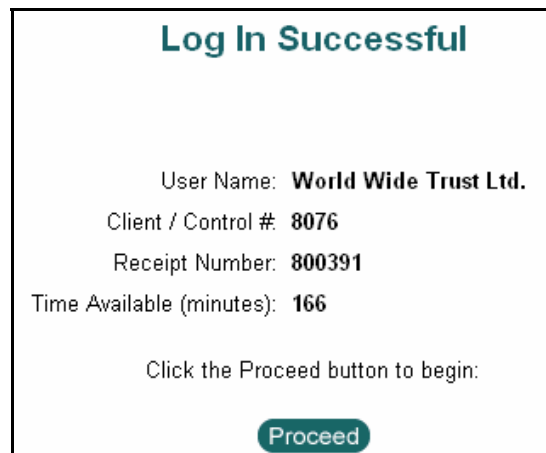
Access Code:

Control/Client #:  (Optional)



[Session Analysis](#)

After entering your Login Information successfully, the Log In Successful page will be displayed. This page will indicate your Receipt Number and the time you have available. The time will be displayed in minutes.



**Log In Successful**

User Name: **World Wide Trust Ltd.**

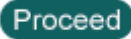
Client / Control #: **8076**

Receipt Number: **800391**

Time Available (minutes): **166**

Click the Proceed button to begin:



Click  to begin your search.

**NOTE:** If you have used all of your time, a warning message will be displayed:

Sorry, all time has been used.

Receipt Number:

Access Code:

## Session Analysis

To analyze usage for a particular receipt/access code click the link on the bottom of the Log In page: [Session Analysis](#)

Key the Receipt Number and Access code and click

**Session Analysis**

Key your receipt number and access code, then click the Next button:

Receipt Number:

Access Code:

[Return to Login Page](#)

The Session Analysis report will be displayed by date/time of each log in.

### Session Analysis

Key your receipt number and access code, then click the Next button:

Receipt Number:

Access Code:

[Next](#)

Session ID	Control/Client #	Login Date/Time	Mins Avail	Logout Date/Time	Mins Used
1AF6C1E1		25-07-2005 15.42.56	174	25-07-2005 15.45.16	2
1522AECC	AB23	25-07-2005 15.45.28	172	25-07-2005 15.46.38	1

If you wish to display the report by control or client number click [Sort by Control/Client #](#)

The report will display a subtotal for each control/client number.

Return to the Log In page at any time by clicking [Return to Login Page](#)

## Searching Procedure

Upon logging in the Instrument Selection screen will be displayed:

### Instrument Selection

Enter the search criteria, then click [Search](#)

When you are done searching, click the Log Out button on the left. Any time remaining will be retained for future use.

---

Instrument Search Criteria

Document Type:  Instrument Number:

Island:  District: Check  , then click Search.

Subdivision:  
 Block  Lot  Unit/Apt:

From Party Last Name:  First Name:

To Party Last Name:  First Name:

To or From Last Name:  First Name:

Date Recorded(YYYYMMDD):  To:

Volume / Page: Volume:  Starting Page #:

Received From (Last Name):  First Name:

## Session Timer


The Session Timer will be displayed to the left of the Search page. This timer will remind you of your remaining search minutes. In order to ensure that you can search for the full amount of time you have paid for, you are given 61 minutes of search time for each hour purchased. Additionally, once you log out, unused time is rounded up to the next minute.

### SESSION TIMER

The Session Timer will conveniently show you your remaining minutes each time you Log In for a search session.


The Session Timer is controlled by the Registry server. If the Timer needs to be reset, Log Out of your session and restart your Browser.

Don't forget to  
**Log Out**


Don't forget to Log Out  when you are done searching!! Should you fail to Log out your timer countdown will continue to run and you will lose any remaining time.



### BACK BUTTON / TIMER NOTES

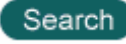
To review detailed information regarding the Timer and use of the Back Button click 

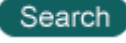
Although the digital timer is a convenient way to monitor the time you have left to conduct searches, the precise time remaining is maintained by the server. If you click the

Browser Back Button  or Refresh the page, the timer may appear to restart, however the time displayed will be incorrect.

You must then Log Out then Log back In to determine your available search time.

## Best Search Methods

You may select an instrument a number of ways. If you know the Instrument Number, key the Instrument Number in the field provided. Click  to display the instrument details.

You may also search for instruments by using the Automatic Search feature. Enter any amount of search criteria data and click .

**NOTE: When multiple fields are entered, the selected instruments will match ALL the search criteria. The more arguments that are entered, the faster the search.**

## Search Hints

For additional search information click the Search Hints feature: [Search Hints](#)

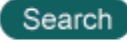
The Search Hints page will be displayed:

**Search Hints**

Enter as many search arguments as you wish; the more arguments entered, the faster the search.

To exit Search Hints click [Close Window](#)

## Instrument Search Example:

User selects "Conveyance" and enters the name "Halverson" in the "**From Party Last Name**" field. User clicks Search  to begin the search.

**NOTE: you may click [Refresh Page](#) at any time to clear all the search argument fields.**

### Instrument Selection

Enter the search criteria, then click [Search](#)

When you are done searching, click the Log Out button on the left.  
Any time remaining will be retained for future use.

---

#### Instrument Search Criteria

Document Type:  Instrument Number:

Island:  District: Check  , then click Search.

Subdivision:  
Block  Lot:  Unit/Apt:

From Party Last Name:  First Name:

To Party Last Name:  First Name:

To or From Last Name:  First Name:

Date Recorded(YYYYMMDD):  To:

Volume / Page: Volume:  Starting Page #:

Received From (Last Name):  First Name:

The resulting search will select all Conveyance instruments for "From" parties with the name "Halverson".

The search results will be displayed on the Instrument Search Results page:

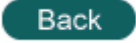
[Back](#) **Instrument Search Results**

Doc Type: CONVEY From: Halverson

**To display the document details and/or scanned images, click "Details"**  
 Note: Details will be displayed in a new window.  
 Close the window to return to this page.

	Type	Vol	Page	From/To (First)	Consid	Recdg Dt	Received From	Doc Dt	Inst#
<a href="#">Details</a>	Conveyance	100	1001-1992	Halverson, Peter to Brown, James	90,000	14-11-2004	WORLD WIDE TRUST LTD.		12593
				Grand Bahama, Freeport, Bahama Reef Yacht Club, 90, 91, 3					
<a href="#">Details</a>	Conveyance	10	200-250	Halverson, Peter to McGhan, Ron	25,000	02-04-2005	SMYTHE, JASON,	08-08-2005	12583
				New Providence, Nassau, Blue Hill Properties, 3, 60, 16					

If, at this time, you wish to return to the Instrument Search Criteria page click



To display the instrument select [Details](#) . The Instrument Details page will be displayed in a new window:

[Close Window](#)

### Instrument Details

No Scanned Docs

Received From: SMYTHE, JASON,

Instrument Type:	<b>Conveyance</b>	Instrument Number:	<b>12583</b>
General Description:	<b>transfer of land</b>	Recording Date/Time:	<b>02-04-2005 145545</b>
Receipt Number:	<b>800389</b>	Lodging Date/Time:	<b>02-04-2005</b>
Consideration:	<b>25,000</b>	Volume: <b>10</b>	Pages: <b>200-250</b>
Control Number:	<b>5058</b>	Date of Document:	<b>08-08-2005</b>

#### Parties

From	To
Halverson, Peter	McGhan, Ron

#### Land Details

Island	District	Subdivision	Block	Lots	Units
New Providence	Nassau	Blue Hill Properties	3	60	16

To close the window click [Close Window](#) or .

## Display and Print Documents

To display Scanned Images of the documents, select Display Docs located in the upper right hand corner of the page.

A message text "No Scanned Docs" indicates that the instrument has not yet been scanned.

If documents have been scanned, they will be listed in date sequence.

## Instrument Documents

Instrument #20126531: [Affidavit](#)

To display a document, click on the document description.

### Description

[Affidavit](#)

[Recording Page](#)

Note: Documents are stored in the standard ".tif" format. Some image viewers, such as QuickTime, may show only the first page of multi-page ".tif" documents. Contact your technical support personnel if you need to use another viewer for opening ".tif" files.

To display a document, click the underlined document description. The document will be displayed.

**Documents are stored in the standard ".tif" format. Some image viewers, such as QuickTime, may show only the first page of multi-page ".tif" documents. Contact your technical support personnel if you need to use another viewer for opening ".tif" files.**

***The contents of the scanned document cannot be altered.***

## Logging Out

Don't forget to Log Out [Log Out](#) when you are done searching!! Your session timer countdown will continue to run should you fail to Log Out

# NAME AVAILABILITY, DOCUMENT AUTHENTICATION

## Check Availability of Name

This feature allows you to perform a simple search to determine if a name is available to be incorporated as a Company or registered as a Business Name.

The name will not be available if a an exact or similar name currently exists. Additionally, the name will be examined to determine if it contains any prohibited words or phrases.

Click the link provided to display the search page: [• Check Availability of Name](#)

This process allows you to check to see if a Company or Business Name is currently available. The name will not be available if an exact or *similar* name currently exists. Additionally, the name will be examined to determine if it contains any prohibited words or phrases.

Please note that the procedure will not reserve the name, nor guarantee that the name will be available or allowed during subsequent name reservation or incorporation processing.

Enter the name, then click

[Return to Options](#)

**NOTE: THE NAME SEARCH PROCEDURE WILL NOT RESERVE THE NAME, NOR GUARANTEE THAT THE NAME WILL BE AVAILABLE OR ALLOWED DURING SUBSEQUENT NAME RESERVATION OR INCORPORATION PROCESSING.**

To return to the main page click [Return to Options](#) at any time.

## Document Authentication

If you have a certificate with a printed 8-character Authentication Code, you can use this option to verify the authentication of the document.

Click the link provided to display the search page:

• [Document Authentication](#)

Enter the document Authentication Code and click **Go** to display document details.

Example:

***Document Authentication***

Enter the Document Authentication Code  
to display the document details.

Authentication Code:

Click **Go** to display the document details.

---

Document Description: Cert of Incorporation - Certified Copy (CCRTINC)  
Company Name: Molly's Dog Biscuits Ltd.  
Company Type/Number: C 17782  
Date/Time Printed: 2007-06-20-09:37:10.571000  
Printed by: Smith, Georgette

Enter another Authentication Code, or  
Click [here](#) to exit.

To enter another Authentication Code or return to the main page click

Enter another Authentication Code, or  
Click [here](#) to exit.

# COMPANY DOCUMENTS

## Document Preparation

Document Preparation is used to record the basic information about the document you are submitting to the Registry. It also produces a barcoded Document Information Sheet that facilitates the processing of the document.

After you have finished the Document Preparation Process place the Document Information Sheets on each corresponding document and take them to the cashier.

**NOTE: Document Information sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff.**

## Document Preparation Steps

Document preparation is accomplished by completing several steps:

Welcome to the Registrar General's Department Companies Section Document Preparation Centre	
You will be guided through four steps required to prepare your documents for submission to the Registrar General's Department.	
1. Customer Identification:	Describe who is submitting the document(s).
2. Document Type Selection:	Select the document type you are submitting, for example, Resolution.
3. Company Selection:	Select the company for which you are submitting the document. If you are a Registered Agent and are submitting Incorporation Documents you can reserve the company name or select a previously reserved name.
4. Print the Document Information Sheet	The final step is to print a barcoded Document Information Sheet. This sheet contains information relating to the document, and provides indexing information that will allow it to be processed as quickly as possible.
After you have finished the Document Preparation Process, please take your documents and Document Information Sheets to the Cashier. Please note that Document Information Sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff. You will be notified by email when certified copies or certificates you requested are ready to be picked up.	
If you are NOT an authorised Registered Agent click <a href="#">here</a> to begin the Document Preparation Process.	
Registered Agents click <a href="#">here</a> to begin.	

### 1) **Customer Identification**

Describe who is submitting the documents

### 2) **Document Type Selection**

Select the document type you are submitting, for example Resolution

### 3) **Company Selection**

Select the company for which you are submitting the document. If you are a Registered Agent and are submitting Incorporation Documents you can reserve the company name or select a previously reserved name.

**NOTE: In some cases Company Selection may not be required, therefore you may not be prompted to begin Company Selection.**

#### 4) Print Document Information Sheet

The final step is to print a barcoded Document Information Sheet. This sheet contains information relating to the document, and provides indexing information that will allow it to be processed as quickly as possible.

### Document Preparation Process for Non Registered Agents

If you are not an authorised Registered Agent click the appropriate link to start the preparation process:

**If you are NOT an authorised Registered Agent click [here](#) to begin the Document Preparation Process.**

The Customer Identification page will be displayed:

The screenshot shows a web form titled "Customer Identification". It has two main sections. The first section asks the user to enter their Customer Number if known, with a note that the number is printed on RGD receipts. The second section asks for personal and company information if the Customer Number is unknown, with a note that asterisks denote required fields. The form includes fields for Last/Company Name, First Name, Address Line 1 and 2, City/District, State/Island, Postal Cd, Country (set to Bahamas), Email Address, and Confirm Email. There are also fields for Tel# and Fax#.

Enter your customer number (if known) in the box provided. Your Customer Number is printed on RGD receipts.

If you do not know your customer number complete all required fields. Fields denoted with a red asterisk \* are required fields.

Example:

This screenshot shows the same "Customer Identification" form as above, but with example data filled in. The Customer Number field is empty. The Last/Company Name is "Smith", First Name is "Jean", and Initial is "P". Address Line 1 is "Box 99". City/District is "Nassau", State/Island is "NP", and Postal Cd is empty. Country is "Bahamas", Tel# is "555-5555", and Fax# is "444-4444". Email Address and Confirm Email are both "JS@yahoo.com".

Click [Next](#) to continue. If at any time you wish to return to the prior page, select [Previous](#) in the upper left hand corner.

The Customer Verification page will be displayed.

**Customer Verification**

Carefully verify the following details:

Last/Company Name: Smith  
First Name: Jean Init: P  
Address Line 1: Box 99  
Address Line 2:  
City/District: Nassau State/Island: NP Postal Cd:  
Country: Bahamas Tel#: 555-5555 Fax#: 444-4444  
Email Address: JS@yahoo.com

Carefully verify the following details and click [Next](#)

The Document Selection page will be displayed:

**Registrar General's Department**  
**Companies Section Document Preparation Centre**

Jean P Smith  
Box 99  
Nassau NP Bahamas

**Document Selection**

Select the type of document you are submitting:

Click Next to continue with document preparation: [Next](#)

Select the type of document you are submitting from the drop down menu:

Example:

If, at any time you wish to return to the preparation log in page, select [Restart](#)

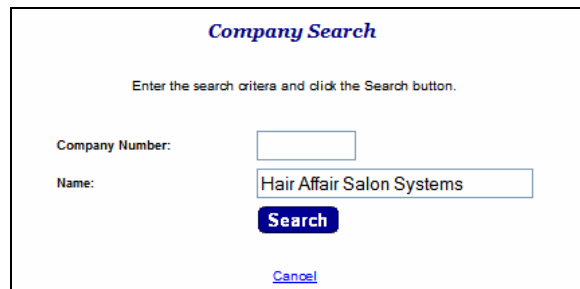
Click [Next](#) to continue.

## Company Search Example

**NOTE: This may not be required for all documents.**

Click the link [here](#) to select the company.

Begin Company Search by entering the company number or a portion of the name in the fields provided and click **Search**

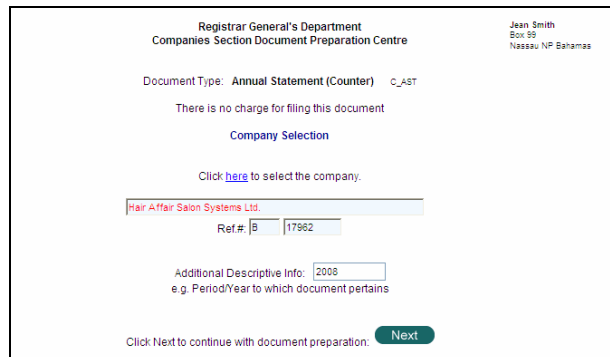


The screenshot shows a web form titled "Company Search". Below the title, it says "Enter the search criteria and click the Search button." There are two input fields: "Company Number:" which is empty, and "Name:" which contains the text "Hair Affair Salon Systems". Below the "Name" field is a blue "Search" button and a blue "Cancel" link.

Verify the company name and click [Select](#)

If a portion of the company name has been entered a listing will be provided.  
Select the desired name by clicking [Select](#)

The company name will be automatically entered into the Company Selection page:



The screenshot shows the "Company Selection" page. At the top, it says "Registrar General's Department" and "Companies Section Document Preparation Centre". On the right, it says "Jean Smith", "Box 99", and "Nassau NP Bahamas". Below this, it says "Document Type: Annual Statement (Counter) C\_AST" and "There is no charge for filing this document". The "Company Selection" heading is followed by "Click [here](#) to select the company." Below that, the company name "Hair Affair Salon Systems Ltd." is entered in a text field. Underneath, "Ref.# B" is followed by a text field containing "17982". There is also an "Additional Descriptive Info." field with "2008" entered, with a note "e.g. Period/Year to which document pertains". At the bottom, it says "Click Next to continue with document preparation." and a green "Next" button.

If you are requesting certified copies of a document that is priced per page, you will be prompted to enter the number of pages the document contains.

Number of certified copies requested:  @ \$ 1.00 **Per Page**  
 Enter the number of pages of the document:

If the document pertains to a specific period of time, for example an Annual Return, enter the period to which the document pertains. Twenty characters are provided for this purpose.

Additional Descriptive Info:   
 e.g. Period/Year to which document pertains

Click **Next** to continue

Session #: 112

**Registrar General's Department**  
**Companies Section Document Preparation Centre**

Jean Smith  
 Box 99  
 Nassau NP Bahamas

Click to Delete	Document Description	Company Name	Filing Amount	Certified Copies # / Amount	Total Amount
<a href="#">delete</a>	Annual Statement (Counter) 2008	Hair Affair Salon Systems Ltd.	.00		.00
Total:			0	0	0

**Document Selection**  
 Select the type of document you are submitting:

Annual Statement (Counter)

Click Next to continue with document preparation:

When you have finished entering all of your documents, click [here](#) to print the Document Information Sheets.

If you wish to enter further documents click **Next**  
 Example:

Session #: 23

**Registrar General's Department**  
**Companies Section Document Preparation Center**

Jean P. Smith  
 Box 99  
 Nassau NP Bahamas

Click to Delete	Document Description	Company Name	Filing Amount	Certified Copies # / Amount	Total Amount
<a href="#">delete</a>	Business Name Application (Counter)	Hair Affair Salon Systems Ltd.	.00		.00
<a href="#">delete</a>	Business Name Application (Counter)	Rhone School of Acting Ltd.	.00		.00
<a href="#">delete</a>	Business Name Application (Counter)	Betty's Beauty Salon Ltd.	.00		.00
Total:			0	0	0

If desired you may delete listed documents by clicking **delete**

## Document Information Sheets

Document Information Sheets serve as a cover sheet to facilitate processing.

When you have finished entering all of your documents click the link [Click here to print these pages.](#) to print the Document Information Sheet(s).

After the Document Information Sheet(s) have printed, a Document Summary sheet will also print listing the documents. Place the Document Information Sheet(s) on the corresponding document and submit to the Cashier. Retain the Document Summary sheet for your records.

You will be notified by email when certified copies or certificates you requested are ready to be picked up.

**NOTE: Document Information sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff.**

Example of Document Information Sheet:

Registrar General's Department  
Document Information Sheet  
Session # 112

Please place this sheet on the corresponding document and submit to the Cashier.  
This sheet will expire in 8 days.

000002570

Document Type:	Annual Statement (Counter) 2008	C_AST
Company Number:	B 17962	
Company Name:	Hair Affair Salon Systems Ltd.	
Submitted By:	Jean Smith Box 99 Nassau NP Bahamas	
	Tel#: 555.5555 Fax#: 444.4444 Email: JS@yahoo.com	
Date/Time Prepared	2009-01-23 08:36:57	

Document will not be returned to customer.

When you are ready to end your session click [Click here to end your session.](#)

## Registered Agent Document Preparation Process

If you are an authorised Registered Agent click the link to begin.

Registered Agents click [here](#) to begin.

The Customer Identification will be displayed. Enter your User ID and Personal Identification Number (PIN) and click [Next](#)

**Registrar General's Department**  
**Companies Section Document Preparation Center**

**Customer Identification - Registered Agent**

User ID:

PIN:

[Next](#)

Please enter your User ID and Personal Identification Number (PIN),  
then click Next.

The Customer verification page will be displayed. Carefully verify the details as shown and click [Next](#)

**NOTE: If your email address is not on file you will be prompted to enter your email address.**

If at any time you wish to return to the prior page, click [Previous](#)

**Customer Verification**

Carefully verify the following details:

Agent Name: World Wide Trust Ltd.  
Name: World Wide Trust Ltd.

Address Line 1: P.O. Box 123  
Address Line 2: Nassau  
Address Line 3: Bahamas  
Email Address: WorldWide@GlobalSle.com

Click Next to continue with document preparation: [Next](#)

The Document Selection page will be displayed.

**Registrar General's Department**  
**Companies Section Document Preparation Center**

World Wide Trust Ltd.  
P.O. Box 123  
Nassau  
Bahamas

**Document Selection**

Select the type of document you are submitting:

Click Next to continue with document preparation: [Next](#)

Select the type of document you are submitting and click

Next

The Company Selection page will be displayed:

Registrar General's Department  
Companies Section Document Preparation Centre

World Wide Trust Ltd.  
P.O. Box 121  
Nassau,  
Bahamas

Document Type: IBC Incorporation Documents (Counter) C\_IBC1  
Filing Fee: \$ 300.00

**Company Selection**

If the name has previously been reserved, click [here](#) to select the name.  
If the name has not been reserved, click [here](#) to reserve the name at this time,  
then select the name by clicking the link above.

Ref.#

Share Capital (BSD):  Whole dollars

Number of certified copies requested:  @ \$ 20.00 ea.

Additional Descriptive Info:   
e.g. Period/Year to which document pertains

Click Next to continue with document preparation. **Next**

### Company Search

Click the link [here](#) to select the company. Or, if the name has not been reserved click the link [here](#) to reserve the name at this time. After reserving the name, select the name by clicking the select link.

The company name will be automatically entered into the Company Selection page:

Registrar General's Department  
Companies Section Document Preparation Centre

World Wide Trust Ltd.  
P.O. Box 121  
Nassau,  
Bahamas

Document Type: IBC Incorporation Documents (Counter) C\_IBC1  
Filing Fee: \$ 300.00

**Company Selection**

If the name has previously been reserved, click [here](#) to select the name.  
If the name has not been reserved, click [here](#) to reserve the name at this time,  
then select the name by clicking the link above.

[Alpha Beta Ltd.](#)

Ref.#

Share Capital (BSD):  Whole dollars

Number of certified copies requested:  @ \$ 20.00 ea.

Additional Descriptive Info:   
e.g. Period/Year to which document pertains

Click Next to continue with document preparation. **Next**

Enter the Share Capital if prompted:

Share Capital (BSD):  Whole dollars

Enter the number of certified copies requested:

Number of certified copies requested:  @ \$ 20.00 ea.

If you are requesting certified copies of a document that is priced per page, you will be prompted to enter the number of pages the document contains.

Number of certified copies requested:  @ \$ 1.00 Per Page  
Enter the number of pages of the document:

If the document pertains to a specific period of time, for example an Annual Return, enter the period to which the document pertains. Twenty characters are provided for this purpose.

Additional Descriptive Info:   
e.g. Period/Year to which document pertains

Click next  to continue.

If you wish to enter further documents click  and continue as previously described.

Example showing three documents entered.

Click to Delete	Document Description	Company Name	Filing Amount	Certified Copies	Total Amount
<a href="#">View</a>	IBC Incorporation Documents (Quarter) 2007	Chang Hot Dogs Ltd.	300.00	2 / 42.00	342.00
<a href="#">View</a>	Incorporation (Quarter) 2007	Qi Teap Services Ltd.	.00		.00
<a href="#">View</a>	IBC Incorporation Documents (Quarter) 2007	Alpha Beta Ltd.	300.00	1 / 20.00	320.00
Total:			600.00	60.00	660.00

Document Selection  
Select the type of document you are submitting:

Click Next to continue with document preparation.

When you have finished entering all of your documents, click [back](#) to print the Document Information Sheets.

If desired you may delete listed documents by clicking [delete](#)

## Document Information Sheets

Document Information Sheets serve as cover sheets to facilitate processing.

When you have finished entering all of your documents click the link [Click here to print these pages.](#) to print the Document Information Sheets.

After the Document Information Sheet(s) have printed, a Document Summary sheet will also print listing the documents. Place the Document Information Sheet(s) on the corresponding document and submit to the Cashier. Retain the Document Summary sheet for your records.

You will be notified by email when certified copies or certificates you requested are ready to be picked up.

**NOTE: Document Information sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff.**

[Click here to end the session.](#)  
1/1

[Click here to end the session.](#)

Registrar General's Department  
Document Information Sheet  
Session #: 111

Please place this sheet on the corresponding document and submit to the Cashier. This sheet will expire in 8 days.

Document Type: B/C Incorporation Documents (Counter) C\_UBC1  
2008  
Company Number: B 1888 R  
Company Name: Champs Hot Dogs Ltd.  
Share Capital: 3000  
Certified Copies Required: 2  
Submitted By: World Wide Trust Ltd. Agent #: 1  
P.O. Box 120  
Nassau  
Bahamas  
Tel#: 242 333 4468  
Fax#: 242 468 8078  
Email: WorldWide@Globaliste.com  
Customer Number: 1  
Date/Time Prepared: 2008-01-23 08:23:46  
Filing Amount: 300.00  
Certified Copy Amount: 40.00  
Total Amount: 340.00  
Document will not be returned to customer.

When you have finished your session click [Click here to end your session.](#)

## **AUTHORISED USER ACCESS**

### **Marriage Officer Login**

This site is restricted to registered Marriage Officers. To enroll for this service contact Registrar General's Office.

### **Mortician Login**

This site is restricted to registered Morticians. To enroll for this service contact Registrar General's Office.

### **Family Island Administration Login**

This site is restricted to Family Island Administration Personnel.

### **Death Register Inquiries and Reports**

This site is restricted to authorised users.

### **Statistics**

This site is restricted to authorised users.

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